

Label Sheets

The “Label Sheets” utility allows the user to label WSDOT standard sheets quickly and easily. The new Label Sheets utility gives the user a full range of tools to ensure correct, consistent and rapid results.

Basic Use

- Execute the Label Sheets utility
- Choose the sheets you wish to label
- Fill in the form (or) Choose the saved file to populate the form
- Optional – Perform spell check on the form before you label sheets
- Optional – If you wish to save the information you have filled in, toggle on the “Save Label Information” check box. A dialog box will appear asking for a file name once you click on “Label Sheets”. Fill in the name and click OK.

****Note**** You can later edit the file of your choice by selecting the file with the drop down list and clicking on the “Edit File” button.

- Click the “Label Sheets” -button